



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano
Governor

William Bell
Acting Director

April 17, 2003

WIA GUIDANCE LETTER #03-03

TO: All Training Providers Currently Approved to the Statewide Eligible Training Provider List (ETPL)

CC: All Local Workforce Investment Boards and Workforce Investment Act (WIA) Program Directors

SUBJECT: New Automated Processes for Initial Eligibility and Re-Certification of Training Programs to the ETPL

REFERENCE: 20 CFR, Part 652 et al. P.L. 105-220, Section 122 (c), (d), (e) Workforce Investment Act of 1998; WIA Final Rules Subpart E 663.530, 663.540, 663.550, 663.555, 663.565, 663.570 dated August 11, 2000.

THIS GUIDANCE LETTER SUPERSEDES ALL PREVIOUS WORKFORCE INFORMATION MEMOS (WIMs) TO TRAINING PROVIDERS REGARDING THE RE-CERTIFICATION OF TRAINING PROGRAMS

(Workforce Information Memo (WIM) #4-01, WIM #10-01, and WIM #10-02)

BACKGROUND: In September 2002, the State of Arizona was granted a waiver by the U.S. Department of Labor which permitted extending the initial eligibility for all training programs approved to the state ETPL at that time, *until June 30, 2003*. The waiver was approved to allow the state time to (1) develop an automated process through which training programs could be initially certified and re-certified to the ETPL; and (2) expand and normalize understanding of the state's ETPL processes among local boards, training providers, One-Stop partner agencies, and the general public. Through a collaborative effort that included representatives of the state Workforce Development Administration, the Department of Education, local boards, and training providers, the state's ETPL processes for initial certification and re-certification of training programs are now fully automated. The new automated processes were designed to speed up initial eligibility and re-certification of programs, and to lessen the data collection requirements to which providers must comply for annual re-certification of their programs to the state list.

ACTION REQUIRED: Enclosed is a summary of the new re-certification process. All training providers on the ETPL offering training programs with an eligibility expiration date of June 30, 2003 must complete the on-line re-certification process at the ETPL web site for each program on or before May 30, 2003. The web site is www.ade.az.gov/arizonaheat.

For training programs with an eligibility expiration date *later* than June 30, 2003, providers must complete the on-line re-certification process within one hundred twenty (120) days of the expiration date shown for each training program.

Under WIA, training programs not re-certified by the appropriate deadline must be removed from the ETPL. Reinstating these programs to the list would call for training providers to repeat the initial eligibility process for each program.

For additional information, please contact Mr. Jim Kooistra, state Department of Education at (602) 542-3045 or Ms. Pat Gregan, state Workforce Development Administration at (602) 542-2490.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Ellis", is positioned above the typed name.

David R. Ellis
Program Administrator (Interim)
Workforce Development Administration

Enclosure (1)

APPLYING FOR RE-CERTIFICATION

ARIZONA'S SUBSEQUENT ELIGIBILITY/RE-CERTIFICATION PROCESS FOR TRAINING PROGRAMS ON THE STATEWIDE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

GENERAL INSTRUCTIONS

The ETPL provides training choices to individuals funded by Workforce Investment Act (WIA) Title I-B Individual Training Accounts (ITAs), as well as other individuals in search of quality training programs throughout the state. All training programs must be re-certified **annually** to the ETPL through a Local Workforce Investment Board (LWIB).

CONSIDERATIONS

- An on-line application for re-certification must be completed for each training program to be re-certified. An on-line application for re-certification may be submitted up to one-hundred twenty (120) days prior to a training program's eligibility expiration date.
- Providers may not apply for re-certification if a re-certification application is currently pending for the same program.
- Providers may not re-certify a training program that has been inactivated or expired. If a program is inactivated or expired, the provider must submit a new application for the program.
- The re-certification date is the beginning date for the next activation year.

TO BEGIN THE RE-CERTIFICATION PROCESS:

- (1) Go to the ETPL home page at www.ade.az.gov/arizonaheat.
- (2) Click on "LWIB/Provider Area".
- (3) Enter your Login ID and password. This will take you to your training institution's "Status Summary" page.
(Note: If you do not have a Login ID and password, please contact Jim Kooistra, Arizona Department of Education at (602) 542-3045 for this information.)
- (4) On the Status Summary page, click on "Re-certification".
- (5) Once you have entered the number of students in a training program's student universe, the web site will take you to the appropriate location to complete the applicable re-certification process.

The web site will take you to one of the following locations:

<p><u>TRAINING PROGRAM CATEGORIES</u></p> <p>If a Training Program Is:</p>	<p>RE-CERTIFICATION <u>PROCESS</u></p>
<p>An Apprenticeship Program (Registered) subject to the National Apprenticeship Act of 1937, the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor and/or the State of Arizona Apprenticeship Advisory Council.</p>	<p><u>Re-certification not required</u> due to already established USDOL reporting requirements specifically intended for such programs.</p>
<p>Training programs with a student universe of five (5) or fewer students during the reporting period.</p>	<p>Continue completing information on the current screen.</p>
<p>Eligible for funding and performance accountability under the Carl D. Perkins Act (Perkins III).</p>	<p>Process A</p>
<p><i>Not</i> eligible for funding and performance accountability under the Carl D. Perkins Act (Perkins III).</p>	<p>Process B</p>

RECERTIFICATION - PROCESS 'A'
FOR
TRAINING PROGRAMS REPORTED ANNUALLY UNDER THE CARL D. PERKINS ACT (PERKINS III)
HAVING MORE THAN FIVE (5) STUDENTS

Analysis of state reporting requirements under the Perkins Act compared to WIA re-certification requirements indicates substantial similarities in the type and frequency of data submissions to the state for performance determinations. Under WIA [P.L. 105-220, Section 122(d)(3)(B)], the state is authorized and has agreed to accept such Perkins reported data to fulfill WIA re-certification requirements for all students, including WIA participants who are enrolled in an approved training program during the Reporting Period.

NOTE: The aggregated results of student data submitted to the state Workforce Development Administration for annual Perkins reporting, will be forwarded to the Arizona Department of Education. The Department of Education will use these results to complete the following information on the ETPL web site for all students in the applicable training programs:

FOR ALL STUDENTS IN EACH TRAINING PROGRAM: TO BE COMPLETED BY THE ARIZONA DEPARTMENT OF EDUCATION

- **Student Universe:** Total number of all students enrolled in the program of training for the Reporting Period.
- **Program Completion Rate:** Percentage of all students enrolled who completed the program of training for the Reporting Period.
- **Employment – Completers:** Percentage of all students enrolled who completed the program of training **and** obtained unsubsidized employment (i.e. 100% of wages paid by employer) for the Reporting Period.
- **Employment – All:** Percentage of all students enrolled (completers and non-completers) who obtained unsubsidized employment for the Reporting Period.
- **Related Employment: (If Available)** Percentage of all students enrolled who completed the training program and obtained unsubsidized employment in an occupation related to the program of training.
- **Average Quarterly Placement Wage:** Average quarterly wage at job placement for all students enrolled for the Reporting Period. **Note: For this measure, average the wages of all students for the two quarters following the Reporting Period.**

FOR WIA PARTICIPANTS ONLY IN EACH TRAINING PROGRAM: TO BE COMPLETED BY THE ARIZONA DEPARTMENT OF EDUCATION

- **Participant Universe:** Number of WIA participants enrolled in the program of training.
- **Program Completion:** Number of WIA participants who successfully completed the program of training.
- **Employment – Completers:** Percentage of WIA participants enrolled who have completed the program of training and obtained unsubsidized employment (i.e. 100% of wages paid by employer)
- **Employment Retention:** Percentage of WIA participants who have completed the program of training, obtained unsubsidized employment, and are still employed six (6) months after the first day of employment.
- **Average Quarterly Wage:** Average quarterly wage of WIA participants six (6) months after completing the program of training and after obtaining unsubsidized employment.
- **Licensure/Certification/Degree or Equivalent:** Number of WIA participants who complete the program of training and obtain a license, certification, degree (or equivalent) or other documented measure of skills.

RE-CERTIFICATION: PROCESS 'B'
FOR TRAINING PROGRAMS NOT SUBJECT TO REPORTING ANNUALLY
UNDER THE CARL D. PERKINS ACT (PERKINS III) HAVING MORE THAN FIVE (5) STUDENTS

- (1) Using an Excel spreadsheet format (See example below), the training provider must supply the following information for **each** program of training to be re-certified:

Training Provider Name

Training Provider Number

Training Program Number

Social Security Number of a **Representative Sample** of the Students in the Training Program. **(Go to**

Representative Sample Chart

to determine the percentage (%) of students for whom the data below is to be provided.)

Program Completer: Yes or No

(EXAMPLE)

Training Provider Name	Training Provider No.	Training Program No.	Student SSN	Completer	
				Yes	No
XYZ School	1234	5678	000-00-0000	X	

After completing the Excel spreadsheet for each training program to be re-certified, submit the complete Excel file AS AN E-MAIL ATTACHMENT at the following web site:

www.de.state.az.us/wia. Click on “Recertifying Training Programs”.

Once the Excel file is received, the data will (1) be forwarded to the Workforce Development Administration for identifying WIA participants enrolled in the program of training, and (2) be forwarded to the DES Research Administration where it will be matched against the state unemployment insurance (UI) wage records. Once the data has been matched and aggregated (i.e. compiled), it will be forwarded to the Arizona Department of Education. THE DEPARTMENT OF EDUCATION WILL USE THE DATA TO COMPLETE THE FOLLOWING INFORMATION FOR ALL STUDENTS IN EACH TRAINING PROGRAM SUBMITTED FOR RE-CERTIFICATION UNDER PROCESS ‘B’:

- **Student Sample Size:** Total number of students in the sample size enrolled in the program of training for the Reporting Period.
- **Program Completion Rate:** Percentage of students in sample size enrolled who completed the program of training for the Reporting Period.
- **Employment – Completers:** Percentage of students in sample size enrolled who completed the program of training **and** obtained unsubsidized employment (i.e. 100% of wages paid by employer) for the Reporting Period.
- **Employment – All:** Percentage of students in sample size enrolled (completers and non-completers) who obtained unsubsidized employment for the Reporting Period.
- **Related Employment: (If Available)** Percentage of students in sample size enrolled who completed the training program and obtained unsubsidized employment in an occupation related to the program of training.
- **Average Quarterly Placement Wage:** Average quarterly wage at job placement for students in sample size enrolled for the Reporting Period. **Note: For this measure, average the wages of all students for the two quarters following the Reporting Period.**

THE DEPARTMENT OF EDUCATION WILL ALSO USE THE AGGREGATED DATA TO COMPLETE THE FOLLOWING INFORMATION FOR ALL WIA PARTICIPANTS IN EACH TRAINING PROGRAM SUBMITTED FOR RE-CERTIFICATION UNDER PROCESS ‘B’:

- **WIA Participants:** Number of **all WIA participants** enrolled in the program of training.
- **Program Completion:** Number of **all WIA participants** who successfully completed the program of training.
- **Employment – Completers:** Percentage of **all WIA participants** enrolled who have completed the program of training **and** obtained unsubsidized employment (i.e. 100% of wages paid by employer)
- **Employment Retention:** Percentage of **all WIA participants** who have completed the program of training, obtained unsubsidized employment, and are still employed six (6) months after the first day of employment.
- **Average Quarterly Wage:** Average quarterly wage of **all WIA participants** six (6) months after completing the program of training and after obtaining unsubsidized employment.
- **Licensure/Certification/Degree or Equivalent:** Number of **all WIA participants** who complete the program of training and obtain a license, certification, degree (or equivalent) or other documented measure of skills.

REPRESENTATIVE SAMPLE CHART

REQUIREMENTS FOR MINIMUM STUDENT SAMPLE SIZE

For Use With Process 'B' Re-certification Only

Note: Any random sampling of students within a training program of study shall not intentionally exclude any student subcategory or individual student.

NUMBER IN STUDENT UNIVERSE FOR REPORTING PERIOD	MINIMUM SAMPLE SIZE	SAMPLING PERCENTAGE
1 – 137	ALL	100%
138 - 149	137	94%
150 - 159	143	92%
160 - 169	149	89%
170 - 179	154	87%
180 - 189	159	85%
190 - 199	164	84%
200 - 224	175	82%
225 - 249	185	78%
250 - 274	194	74%
275 - 299	202	71%
300 - 349	217	67%
350 - 399	229	62%
400 - 449	240	57%
450 - 499	250	53%
500 - 599	265	50%
600 - 749	282	44%
750 - 999	302	38%
1000 - 1499	325	30%
1500 - 1999	338	22%
2000 - 2999	352	17%
3000 - 4999	364	12%
5000 - OR MORE	383	7.3%